



DATE: October 23, 2013

AGENDA ITEM # 2

## AGENDA REPORT

**TO:** Bicycle and Pedestrian Advisory Commission

**FROM:** Zachary Dahl, Senior Planner

**SUBJECT:** New Preschool Facility – 1555 Oak Avenue

### RECOMMENDATION:

Recommend approval of Design Review application 13-D-13 and Use Permit application 13-UP-02 to the Planning and Transportation Commission

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### BACKGROUND

As outlined in the Zoning Ordinance, the Bicycle and Pedestrian Advisory Commission shall consider projects at a public meeting and act in an advisory capacity to the Planning and Transportation Commission on bicycle and pedestrian matters. For Community Facility Design Review applications, the Commission shall provide an advisory recommendation on the elements of the application that pertain to bicycle and pedestrian issues.

The City does not have a bicycle parking ordinance, but does use the VTA Bicycle Technical Guidelines as a recommended bicycle parking guideline. For day care facilities (similar use to a preschool), VTA recommends one Class I per 30 employees and one Class II per 75 children. A Class I space is defined as one that protects the entire bicycle and its components from theft, vandalism or inclement weather and is appropriate for long-term parking (two hours to all day). A Class II space is defined as a rack to which the frame and at least one wheel can be secured with a user provided U-lock or padlock and cable and is appropriate for short-term parking (less than two hours).

### DISCUSSION

This is a Design Review and Use Permit application for a new 3,360 square-foot preschool facility on an existing church site at 1555 Oak Avenue. The existing site includes a church facility (Foothill Covenant Church) and a surface parking lot. The new preschool facility would be located on the vacant portion of the lot in the northwest corner of the property. The project site is designated as Public and Institutional in the General Plan and zoned R1-10 (Single-Family). The R1-10 District allows for new public and institutional uses when they are located on existing community facility sites. The site is located on the corner of Truman Avenue and Oak Avenue next to Oak Avenue Elementary School.

The Mountain View Parent Nursery School is a preschool that serves children from 18 months to five years in age. The preschool would have four staff and up to 42 children at the facility at any given time during regular hours of operation. A complete project description is included as Attachment A.

As recommended by the VTA guidelines, the project should provide a minimum of two bicycle parking spaces (one Class I and one Class II). In this case, since the new preschool facility will consist of three portable buildings, it could be challenging to provide Class I bicycle parking on the site. Therefore, staff is recommending that the project provide a minimum of four Class II bicycle parking spaces (two bicycle racks) as part of the project.

The primary driveway access to the preschool facility is off of Oak Avenue, with a secondary driveway access on Truman Avenue. A pedestrian sidewalk along the Oak Avenue driveway connects with the sidewalk along Oak Avenue. This driveway and sidewalk provide an appropriate pedestrian and bicycle connection to the surrounding neighborhood and street infrastructure.

## **ENVIRONMENTAL REVIEW**

This project, which meets the definition as a addition (under 10,000 square feet) to an existing facility, appears to qualify for a categorical exemption under Section 15301 of the California Environmental Quality Act. A complete environmental analysis will be conducted prior to review by the Planning and Transportation Commission.

Attachments:

- A. Applicant Cover Letter

**Mountain View Parent Nursery School Parent Education Program**  
**Project Description**  
**Relocation from 1299 Bryant Ave. (Mountain View High School)**  
**to 1555 Oak Avenue, Los Altos ( 1/2 mile move)**

Founded by a group of parents in 1969, MVPNS was established as a 501(c)(3) non-profit organization in co-sponsorship with Mountain View Los Altos Union High School District's Adult Education School. Not only was MVPNS founded by parents, but parents continue to play a crucial role in our program. MVPNS is a parent cooperative, which means that parents not only volunteer their time to aid in the running of the school, but they also volunteer their time in the classroom, essentially teaching and learning side by side with their children. Children learn from the adults around them how important education is while parents develop their leadership skills, enabling them to contribute to continued involvement in education and the community. The school is accredited by the National Association for Education of Young Children (NAEYC) which has a stringent requirement process, and because of this, only about 10% of preschools in the nation qualify. Parents are required to attend bi-monthly evening parent education meetings which are held at the MVHS Library. Mountain View High School offers a child care course for high school credit for students to work as assistants in our classroom. Currently there are approximately 10 students enrolled.

Our program has been located on Mountain View High School property for the past 19 years. The current site started as a vacant field. Parents were an integral part in building the school. All volunteered their time. They worked on grading, building a playground, and landscaping. There have been several Eagle Scout projects building sheds, awnings, cabinets, and garden boxes. Trees and shrubs have been donated as seedlings that are now full grown providing shade, privacy, and beauty to the yard. A visit to our classroom and yard will reveal a high quality yet low cost program for educating children and parents.

While the cost to attend our school is modest, we provide tuition assistance to families with low income. We are a culturally diverse and inclusive early childhood program. One of our major fundraisers is a children's concert at Foothill College for which our parents buy a required minimum number of tickets. If our parents do not use or sell all of their tickets, the tickets are donated to families with low income so their children have the opportunity to attend a live performing arts performance. We often provide hundreds of free tickets to the families.

Over the past few years, the high school district has been reclaiming property to expand high school programs. Los Altos Parent Preschool moved off of Los Altos High School property and was able to relocate to the Covington Middle School location. Last year, the school district informed us that we will have to move. While we looked for sites at existing schools, none were available. We were fortunate to find a vacant lot at Foothill Covenant Church. The church, in an effort to support the community, is

willing to work with us to develop their land. Fortunately, this property is very close to our current location, just a half mile away. This means our parents' travel will be the same as well as their traffic patterns. Those that bike to school will be able to continue to do so.

Moving is time consuming and requires extra effort on the part of our staff. Moving our two current modulars and designing and building two outdoor environments is a tremendous undertaking, but our teaching staff is willing to make the personal sacrifice to make this move successful for the school and community. To even further illustrate the dedication of our staff, it should be noted that they are all part time employees. The extra time and effort to make this move is not compensated. How many people do you know would make this sacrifice versus looking for a new job with less stress?

Our application is to develop an acre of land at Foothill Covenant Church. We are proposing to install 3 portable buildings. One building is going to be 36x40 feet. The other two buildings will be 24x40 feet. One building will be used to educate 3-5 year old children and their parents. The second building will be used to educate 18 mos. - 3 year old children and their parents. The third building will be used during the school day for a parent education room and adult bathroom. Each classroom teacher will hold parent education class meetings in that room. Topics covered during those meetings are current issues parents may face while raising children, such as positive guidance methods or how young children grow and develop.

The daily staff consists of 2 credentialed teachers and 2 assistant teachers. All of our teaching staff have the required early childhood education credits as well as college degrees, and many hold college graduate degrees. Since all of the staff work part-time, we have a total number of 5 teachers and 3 assistant teachers. One teacher also works part-time in the role of director of the program. We have a total of 40-42 children at one time at our facilities. Throughout the course of the week, our program serves approximately 120 children and their families.

## Proposed Program Usage Grid for new site

### Younger Child Classroom

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	2's 8:45-11:15 (parent-child) 2.5 hrs 18 children	2's 8:45-11:15 (co-op) 2.5 hours 16 children	2's 8:45-11:15 (parent-child) 2.5 hrs 18 children	2's 8:45-11:15 (co-op) 2.5 hours 16 children	18 mo. 8:45-10:45 2 hrs Parent-child 18 children
Afternoon	3's 12:00-3:00 or 12:30-3:30 (co-op) 24 children	2's 11:45-2:15 (co-op) 2.5 hrs 16 children	3's 12:00-3:00 or 12:30-3:30 (co-op) 24 children	2's 11:45-2:15 (co-op) 2.5 hrs 16 children	3's 12:00-3:00 or 12:30-3:30 (co-op) 24 children
Time Late Afternoon				18 mos 3:00-5:00 2hrs (parent-child) 18 children	

\* Note: we are unsure if we will offer the late afternoon 18 mos old class

\*we have not confirmed the time we will hold mwf pm class, if it will begin at 12:00 or 12:30

### Older Child Classroom

	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-11:45	4's 8:45-11:45 (co-op) 3 hrs 24 children	3's 8:45 to 11:45 (co-op) 3 hrs 24 children	4's 8:45-11:45 (co-op) 3 hrs 24 children	3's 8:45 to 11:45 (co-op) 3 hrs 24 children	4's 8:45-11:45 (co-op) 3 hrs 24 children
12:30-3:30	4/5's 12:30 to 3:30 (co-op) 3 hrs 24 children				



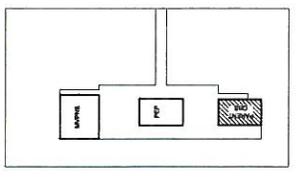




1 FLOOR PLAN

1/4" = 1'-0"

PLANNING SUBMITTAL



BUILDING KEY

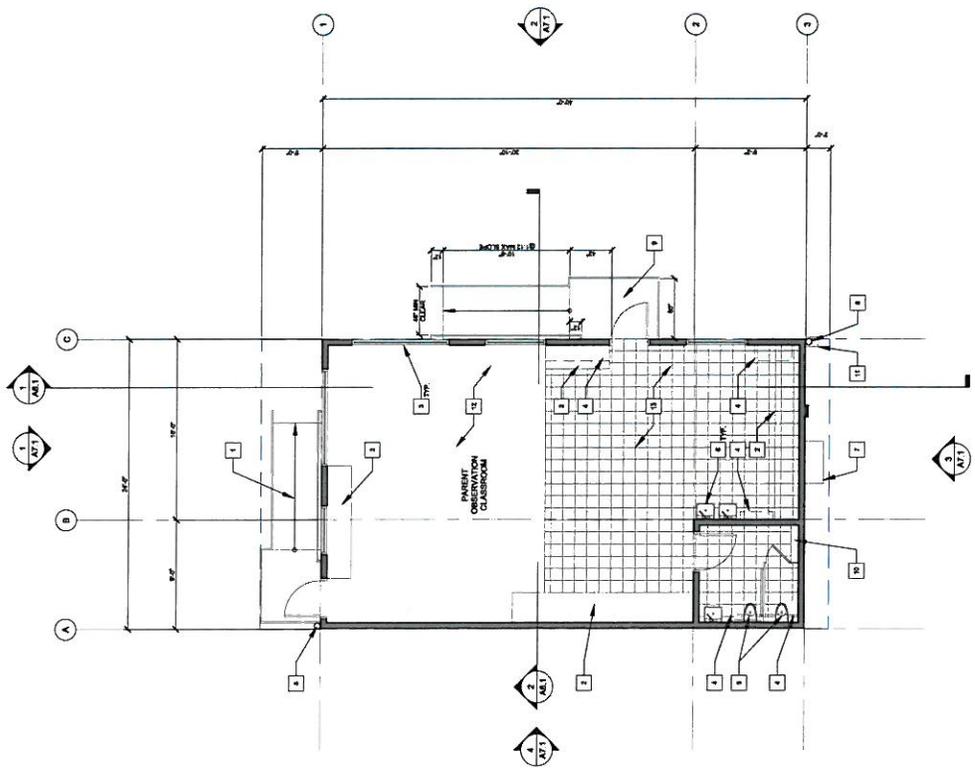
- GRAPHIC KEY**
- 1. 8" STUCCO WALL
  - 2. 8" CONCRETE WALL
  - 3. 8" STUCCO WALL
  - 4. 8" CONCRETE WALL
  - 5. LINE OF ROOF OVERLAP

NEW FLOOR PLAN NOTES

1. 8" ACCESSIBLE SWAP
2. 8" COUNTERTOP AND BASE CABINETS
3. 8" STUCCO WINDOWS
4. 8" STUCCO DOORS
5. 8" STUCCO
6. 8" STUCCO
7. 8" STUCCO
8. 8" STUCCO
9. 8" STUCCO
10. 8" STUCCO
11. 8" CONCRETE FLOOR/FLOOR
12. 8" CABINET
13. 8" STUCCO
14. 8" STUCCO
15. 8" STUCCO

GENERAL NOTES

- A. ROOM NAMES AND NUMBERS MAY NOT BE CONSISTENT BETWEEN DIFFERENT FLOOR PLANS AND MECHANICAL PLANS.
- B. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
- C. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
- D. ALL EXTERIOR FINISH WALLS THAT ARE EXPOSED SHALL HAVE 8" x 8" STUCCO FINISH.
- E. PROVIDE DOOR FROM ATTENDANCE OF ALL CLASSROOMS AT EXTERIOR EXIT DOOR.



PROJECT: PARENT OBSERVATION CLASSROOM  
 LOCATION: FOOTHILL COVENANT CHURCH OF LOS ALTOS  
 ADDRESS: 1555 OAK AVENUE, LOS ALTOS, CA 94024

DATE: 11/15/13  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]  
 DATE: 11/15/13  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]

PROJECT: PARENT OBSERVATION CLASSROOM  
 LOCATION: FOOTHILL COVENANT CHURCH OF LOS ALTOS  
 ADDRESS: 1555 OAK AVENUE, LOS ALTOS, CA 94024



P.E.P. MEETING ROOM  
 P.E.P. MODULAR CLASSROOMS RELOCATION  
 FOOTHILL COVENANT CHURCH OF LOS ALTOS  
 1555 OAK AVENUE  
 LOS ALTOS, CA 94024

REVISIONS  
 NO. ITEM DATE  
 1 PLANNING SUBmittal

DRAWN BY: A2  
 CHECKED BY: LJM  
 DATE: 11/17/11  
 PROJECT: PEP MEETING ROOM

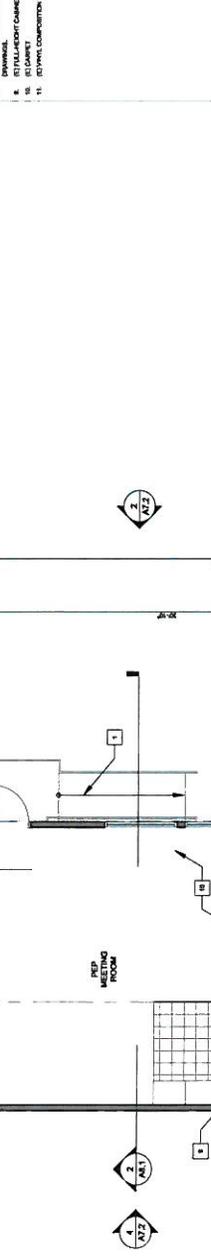
A2.2

**GENERAL NOTES**  
 A. ROOM NAMES AND NUMBERS MAY NOT BE CONSISTENT BETWEEN REVISION FLOOR PLANS AND REVISION PLANS.  
 B. ALL ELECTRICAL SYMBOLS AND NOTATIONS SHALL BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL FIRE ALARM CODE (NFPA).  
 C. ALL ELECTRICAL SYMBOLS AND NOTATIONS SHALL BE IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND THE NATIONAL FIRE ALARM CODE (NFPA).  
 D. ALL EXTERIOR STUD WALLS THAT ARE EXPOSED SHALL HAVE R-11 INSULATION AND SHALL BE FINISHED WITH 1/2" GYPSUM BOARD.  
 E. PROVIDE ONE (1) VIEW FROM EACH SIDE OF ALL CLASSROOMS AT EXTERIOR DOOR.

**NEW FLOOR PLAN NOTES**  
 1. (1) ACCESSIBLE RAMP  
 2. (2) COMPUTER AND NAME CABINETS  
 3. (3) SPERMALUM WINDOWS  
 4. (4) TOILETS  
 5. (5) SINK  
 6. (6) SINK  
 7. (7) SINK  
 8. (8) SINK  
 9. (9) SINK  
 10. (10) SINK  
 11. (11) SINK

**GRAPHIC KEY**  
 (1) STUD WALL  
 (2) CONCRETE WALL  
 (3) STUD WALL  
 (4) CONCRETE WALL  
 (5) LINE OF POOR OVERLAP

**BUILDING KEY**  
 (1) MEETING ROOM  
 (2) PEP MEETING ROOM  
 (3) PEP MEETING ROOM

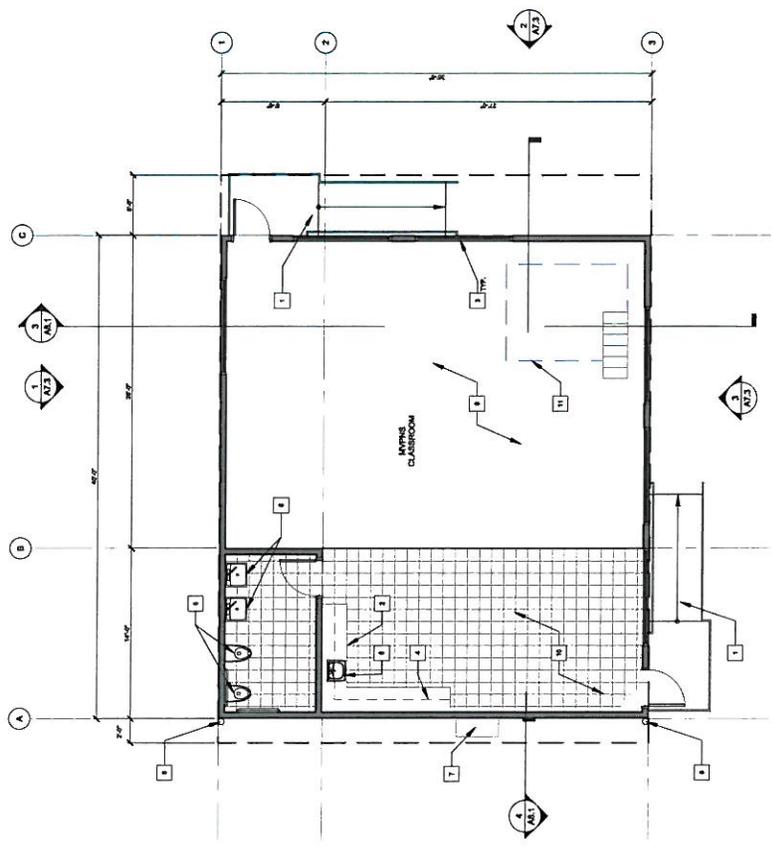


1 FLOOR PLAN

1/4" = 1'-0"

PLANNING SUBMITTAL

1 FLOOR PLAN



**GENERAL NOTES**

- ROOM NAMES AND NUMBERS MAY NOT BE CONSISTENT BETWEEN THIS PLAN AND OTHER PLANS.
- ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CALIFORNIA BUILDING CODE AND ALL APPLICABLE REGULATIONS.
- ELECTRICAL WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CALIFORNIA ELECTRICAL CODE AND ALL APPLICABLE REGULATIONS.
- ALL EXTERIOR FINISHES SHALL BE FINISHED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CALIFORNIA BUILDING CODE AND ALL APPLICABLE REGULATIONS.
- PROVIDE DOOR SWING AT INTERSECTION OF ALL CLASSROOMS AT EXISTING DOOR.

**NEW FLOOR PLAN NOTES**

1. ACCESSIBLE RAMP
2. RECONFIGURED AND BUILT CABINETS
3. RECONFIGURED AND BUILT DESKS
4. RECONFIGURED AND BUILT WALLS
5. RECONFIGURED AND BUILT FLOORS
6. RECONFIGURED AND BUILT CEILING
7. RECONFIGURED AND BUILT LIGHTING
8. RECONFIGURED AND BUILT MECHANICAL
9. RECONFIGURED AND BUILT ELECTRICAL
10. RECONFIGURED AND BUILT PLUMBING
11. CHAIRS/REAR PLAY FURT.

**GRAPHIC KEY**

- 1. EXTERIOR WALL
- 2. EXTERIOR WALL
- 3. EXTERIOR WALL
- 4. EXTERIOR WALL
- 5. LINE OF ROOF OVERHEAD

**BUILDING KEY**

<p><b>FLOOR PLAN</b>  <b>MPPS CLASSROOM</b>          P.E.P. MODULAR CLASSROOMS RELOCATION          FOOTHILL COVENANT CHURCH OF LOS ALTOS          1555 OAK AVENUE          LOS ALTOS, CA 94024</p>		<p>NO. 1 ITEM DATE          1 PLANNING SUB 08/2013</p>	<p>DESIGNED BY: LJM          CHECKED BY: LJM          DATE: 08/2013          DRAWN BY: LJM</p>	<p><b>A2.3</b></p>
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P.E.P. MODULAR CLASSROOMS RELOCATION  
 FOOTHILL COVENANT CHURCH OF LOS ALTOS  
 1555 OAK AVENUE  
 LOS ALTOS, CA 94024

NO.	ITEM	DATE
1	PLANNING EMB.	8/20/21

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 CHECKED BY: [Blank]  
 JOB NO.: [Blank]  
 DATE: [Blank]

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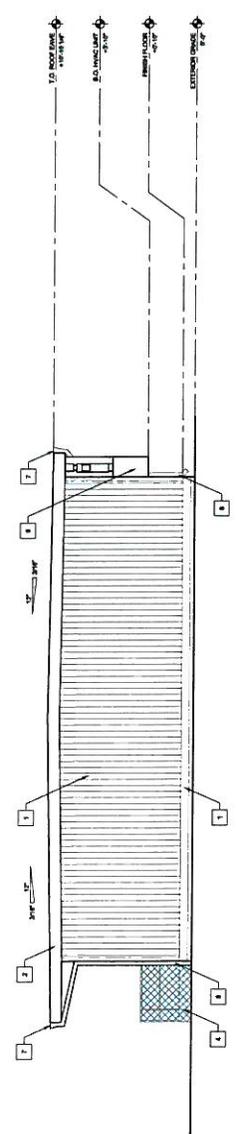
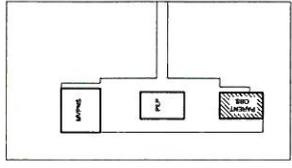
PLANNING SUBMITTAL

**GENERAL NOTES**  
 A. COLORS NOTED ARE TO ESTABLISH DESIGN INTENT FOR MATERIAL, HUE, TONE, AND FINISH AND ARE NOT MEANT TO LIMIT SOURCE OF FINISH MATERIAL.

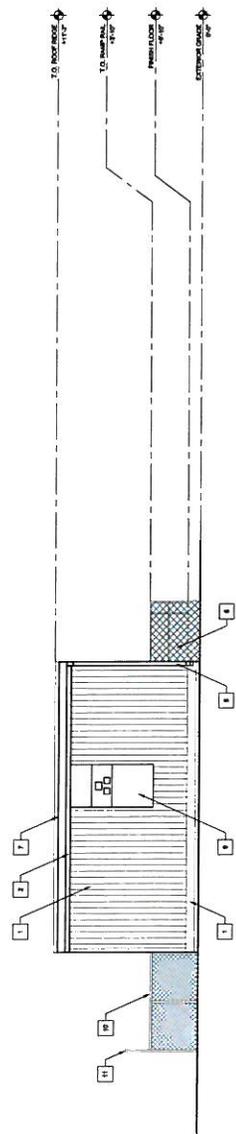
**EXTERIOR ELEVATION NOTES**

1. 1/2" WOOD SIDING, PAINTED WHITE.
2. 1/2" WOOD TRIM, PAINTED WHITE.
3. 1/2" WOOD DOOR, PAINTED BLUE.
4. 1/2" WOOD DOOR, PAINTED BLUE.
5. 1/2" WOOD LATTICE SCREEN AT RAMP PAUL, PAINTED FORMERLY.
6. 1/2" WOOD LATTICE SCREEN AT RAMP PAUL, PAINTED FORMERLY.
7. 1/2" WOOD LATTICE SCREEN AT RAMP PAUL, PAINTED FORMERLY.
8. 1/2" WOOD LATTICE SCREEN AT RAMP PAUL, PAINTED FORMERLY.
9. 1/2" WOOD LATTICE SCREEN AT RAMP PAUL, PAINTED FORMERLY.
10. 1/2" WOOD LATTICE SCREEN AT RAMP PAUL, PAINTED FORMERLY.
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13. 1/2" WOOD LATTICE SCREEN AT RAMP PAUL, PAINTED FORMERLY.
14. 1/2" WOOD LATTICE SCREEN AT RAMP PAUL, PAINTED FORMERLY.
15. 1/2" WOOD LATTICE SCREEN AT RAMP PAUL, PAINTED FORMERLY.
16. 1/2" WOOD LATTICE SCREEN AT RAMP PAUL, PAINTED FORMERLY.
17. 1/2" WOOD LATTICE SCREEN AT RAMP PAUL, PAINTED FORMERLY.

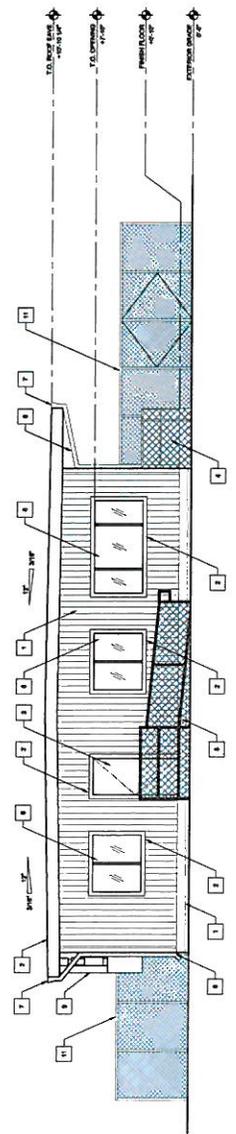
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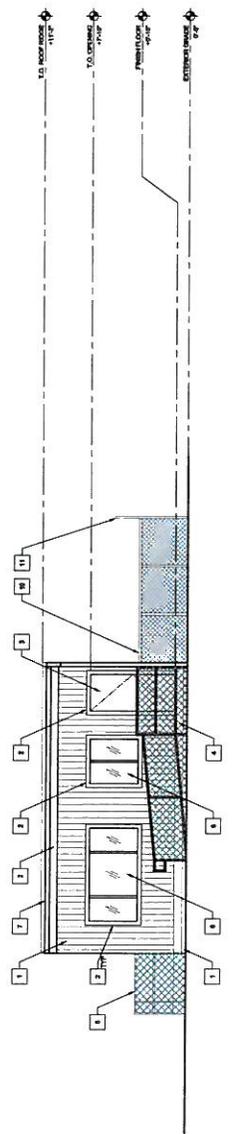
4 WEST ELEVATION - PARENT OBSERVATION CLASSROOM



3 SOUTH ELEVATION - PARENT OBSERVATION CLASSROOM



2 EAST ELEVATION - PARENT OBSERVATION CLASSROOM



1 NORTH ELEVATION - PARENT OBSERVATION CLASSROOM



P.E.P. MEETING ROOM  
 P.E.P. MODULAR CLASSROOMS RELOCATION  
 FOOTHILL COVENANT CHURCH OF LOS ALTOS  
 1555 OAK AVENUE  
 LOS ALTOS, CA 94024

REVISIONS	NO.	DATE	BY
1	PLANNING SUB	REVISIONS	

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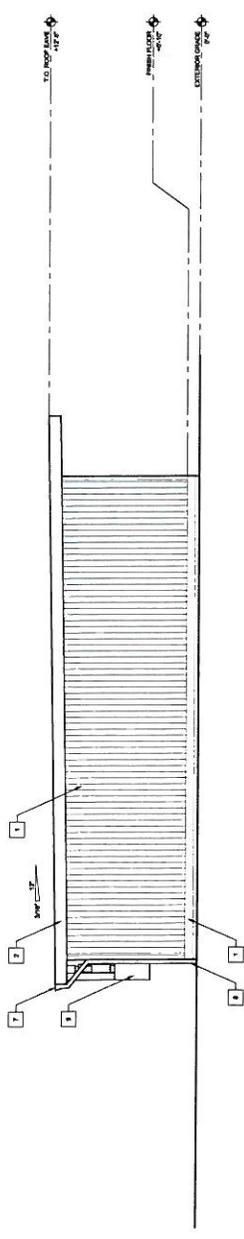
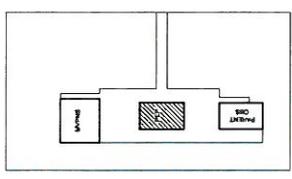
PLANNING SUBMITAL

**GENERAL NOTES**  
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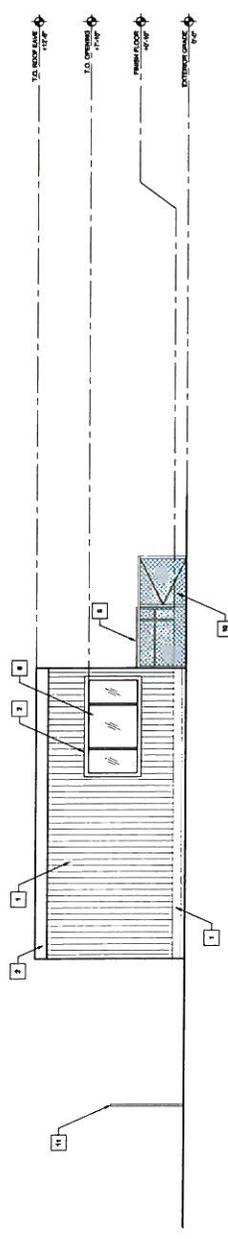
**EXTERIOR ELEVATION NOTES**

1. STYWOOD BOARD, PAINTED COBALT.
2. STYWOOD TRIM, PAINTED DARK BROWN.
3. STYWOOD DOORS, PAINTED BLUE.
4. STYWOOD DOORS, PAINTED BLUE.
5. STYWOOD TRIM, PAINTED BLUE.
6. STYWOOD TRIM, PAINTED BLUE.
7. STYWOOD TRIM, PAINTED BLUE.
8. STYWOOD TRIM, PAINTED BLUE.
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11. STYWOOD TRIM, PAINTED BLUE.

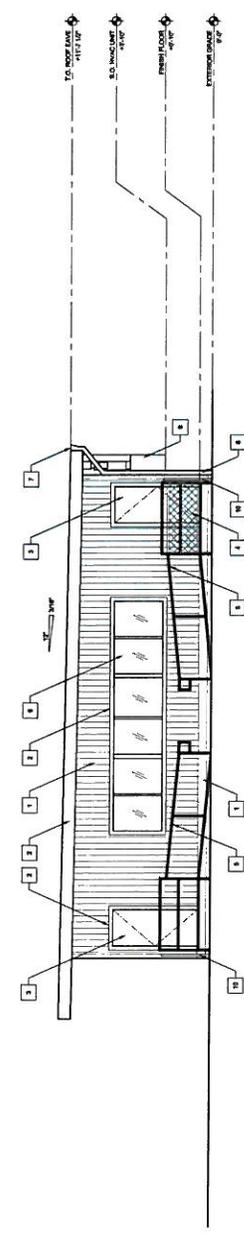
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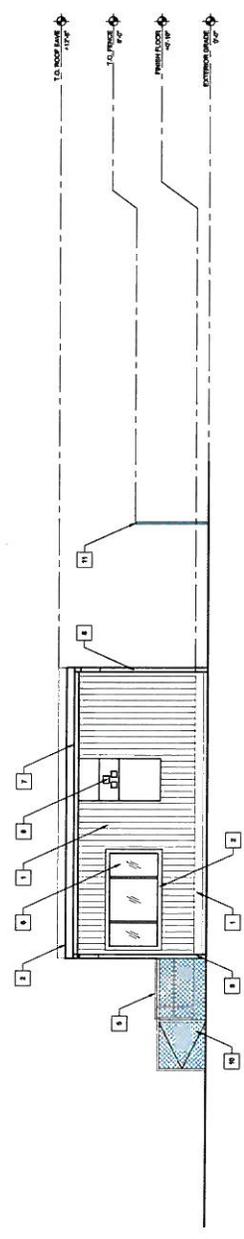
4 WEST ELEVATION - P.E.P. MEETING ROOM



3 SOUTH ELEVATION - P.E.P. MEETING ROOM



2 EAST ELEVATION - P.E.P. MEETING ROOM



1 NORTH ELEVATION - P.E.P. MEETING ROOM



EXTERIOR ELEVATIONS  
 MYPNS CLASSROOM  
 P.E.P. MODULAR CLASSROOMS RELOCATION  
 FOOTHILL COVENANT CHURCH OF LOS ALTOS  
 1555 OAK AVENUE  
 LOS ALTOS, CA 94024

DESIGNED BY:	DATE:
PLANNING SUB: REVISION:	DATE:
PROJECT NO.:	DATE:
DATE:	DATE:

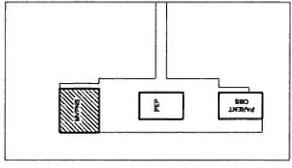
A7.3

**GENERAL NOTES**  
 A. COLORS NOTED ARE TO ESTABLISH DESIGN INTENT FOR MATERIALS. N.E. TERMINAL AND FINISH AND ARE NOT MEANT TO LIMIT SOURCE OF FINISH MATERIAL.

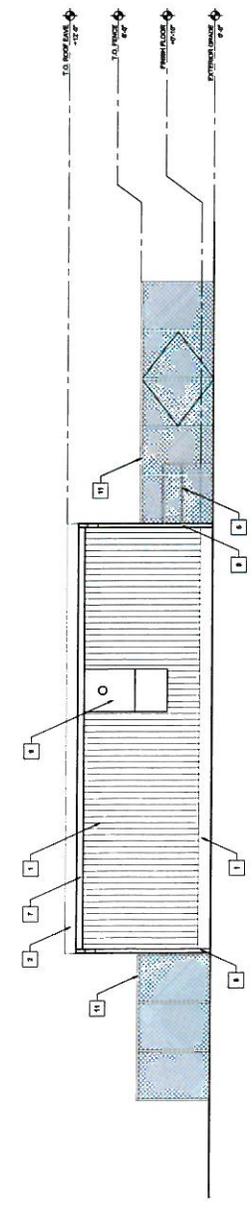
**EXTERIOR ELEVATION NOTES**

1. (1) WOOD SIDING, PAINTED.
2. (2) WOOD TRIM, PAINTED.
3. (3) WOOD CLADDING, PAINTED.
4. (4) WOOD CLADDING (1) RAMP SIDE, PAINTED.
5. (5) RAMP SIDE, PAINTED.
6. (6) SLIDING WINDOW.
7. (7) SLIDING WINDOW.
8. (8) PAIR WOOD LEANER, PAINTED.
9. (9) PAIR WOOD LEANER, PAINTED.
10. (10) PAIR WOOD LEANER WITH PAINTED METAL COVER.
11. (11) PAIR WOOD LEANER WITH PAINTED METAL COVER.

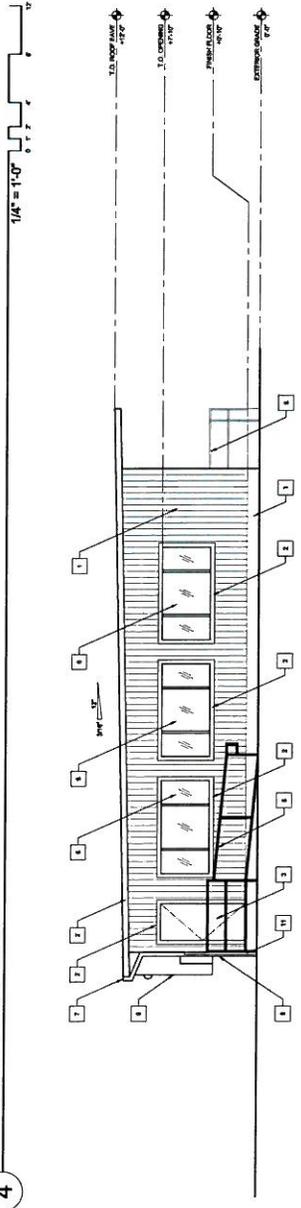
**BUILDING KEY**



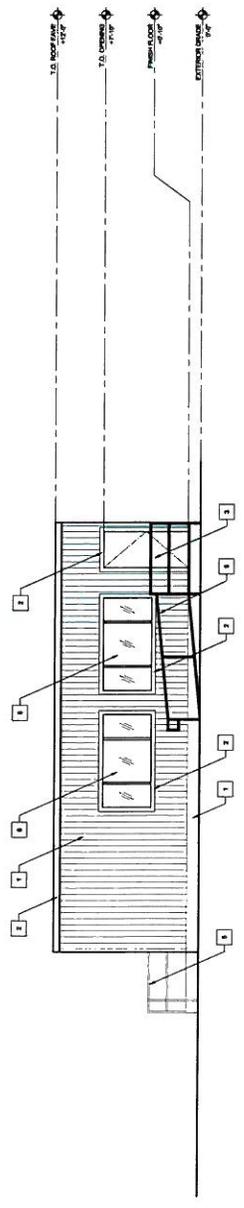
PLANNING SUBMITTAL



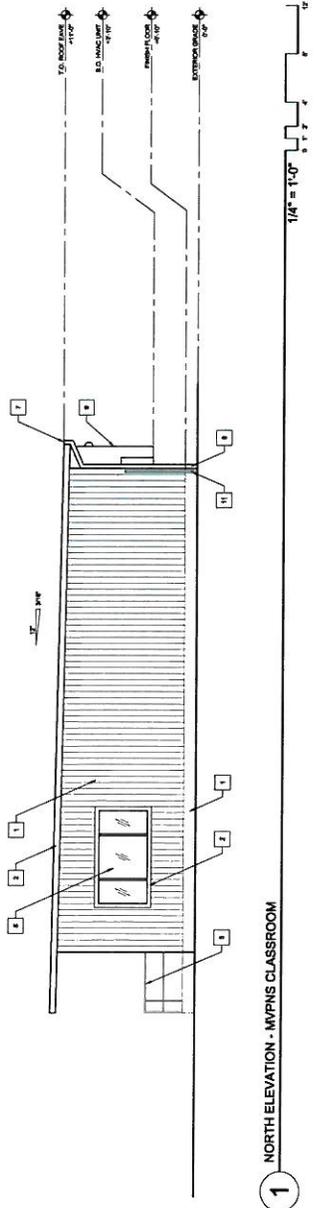
4 WEST ELEVATION - MYPNS CLASSROOM



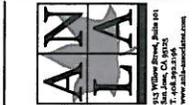
3 SOUTH ELEVATION - MYPNS CLASSROOM



2 EAST ELEVATION - MYPNS CLASSROOM



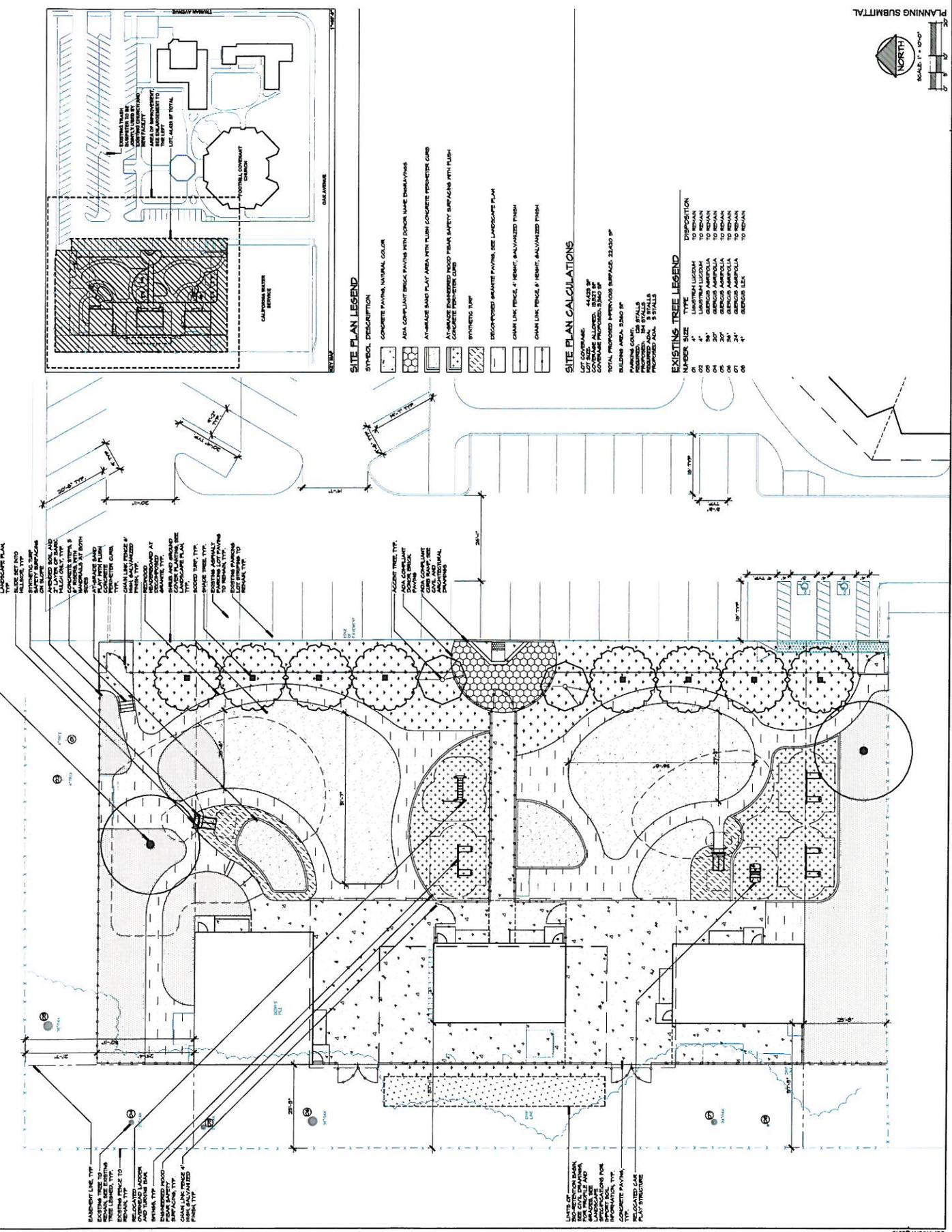
1 NORTH ELEVATION - MYPNS CLASSROOM



1515 Wilshire Blvd, Suite 101  
 Los Altos, CA 94024  
 T: (415) 943-1155  
 www.sfa.com

**P F P MODULAR CLASSROOM RELOCATION**  
**FOOTHILL COVENANT CHURCH OF LOS ALTOS**  
**LANDSCAPE CONCEPT PLAN**

DATE FILE NUMBER 04/16  
 DRAWN BY: J. H. [Name]  
 CHECKED BY: M. [Name]  
 SCALE: 1" = 10'-0"  
**L0.1**



**SITE PLAN LEGEND**

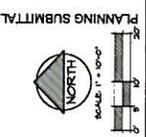
- | SYMBOL        | DESCRIPTION   |
|---------------|---|
| [Hatched Box] | CONCRETE PAVING, NATURAL COLOR  |
| [Hatched Box] | ADA COMPLIANT BRICK PAVING WITH PUNCH BASE ENHANCEMENT                          |
| [Hatched Box] | ASPHALT SAND PLAY AREA WITH PUNCH CONCRETE PERIMETER CURB                       |
| [Hatched Box] | ASPHALT ENHANCED WOOD DECK, SAFETY SURFACING WITH PUNCH CONCRETE PERIMETER CURB |
| [Hatched Box] | SYNTHETIC TURF  |
| [Hatched Box] | DISCREET GRANITE PAVING, SEE LANDSCAPE PLAN                                     |
| [Hatched Box] | CHAIN LINK FENCE, 4' HEIGHT, GALVANIZED FINISH                                  |
| [Hatched Box] | CHAIN LINK FENCE, 6' HEIGHT, GALVANIZED FINISH                                  |

**SITE PLAN CALCULATIONS**

LOT COVER: 44.02%  
 TOTAL PROPOSED IMPROVED SURFACE: 23,430 SF  
 PARKING AREA: 1,830 SF  
 TOTAL: 25,260 SF  
 REQUIRED: 25,260 SF  
 PROVIDED: 25,260 SF

**EXISTING TREE LEGEND**

NUMBER	SIZE	TREE TYPE	DISPOSITION
01	4"	LEUCOPHYLLON	TO REMAIN
02	6"	LEUCOPHYLLON	TO REMAIN
03	8"	GENESIA AMBROLLA	TO REMAIN
04	10"	GENESIA AMBROLLA	TO REMAIN
05	12"	GENESIA AMBROLLA	TO REMAIN
06	14"	GENESIA AMBROLLA	TO REMAIN
07	16"	GENESIA AMBROLLA	TO REMAIN
08	18"	GENESIA AMBROLLA	TO REMAIN



PLANNING SUBMITTAL





DATE: October 22, 2013

AGENDA ITEM # 3

**TO:** Bicycle/Pedestrian Advisory Commission

**FROM:** Cedric Novenario, Staff Liaison

**SUBJECT:** Project Inventory Update

**RECOMMENDATION:**

Update project inventory database

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**BACKGROUND**

One goal for the 2013 Commission year is to update the Project Inventory once a quarter. The project inventory update scheduled for September was moved to October to accommodate other time sensitive BPAC considerations.

**DISCUSSION**

October is the quarter year check-in and update. Updates can include:

- Adding new bike/pedestrian issues
- Remove completed or in-progress projects
- Revising layout and/or content of database

Current projects in design or construction that may be related to the project inventory are:

- Miramonte Ave and Covington Rd Intersection
- Homestead Safety Improvement
- Portola Ave sidewalk
- Grant Rd Pathway

Staff requests commission members to suggest new bicycle/pedestrian issues to be included in the database, as well as, suggest improvement to the database itself.

Attachment: Project Inventory

Item	ID	Summary of issue	Location{1}	Source of Item	Notes{3}	Data Last Edited	Input By	Suggested route to school? (Which)	Related Est. Cost. CIP(s) (\$)	Community Development Block Grant (CDBG) funding	Grant Submittal Date	Target Completion Date	Bike	Ped	Both	Region
Sidewalk west side of St. Joseph Avenue, Foothill Expressway to Montclair School Municipal Service Center Driveway modifications	P-1	ADA compliance	<a href="http://g.co/maps/ BPAC">http://g.co/maps/ BPAC</a>	BPAC	<ul style="list-style-type: none"> <li>• Council addressed xx/xx/xxxx</li> <li>• LATC story <a href="http://latc.com/xxx">http://latc.com/xxx</a></li> </ul>				X	5/26/2010			X			South Los Altos Central Los Altos
Russell SW corner	BP-1	ADA compliance; 45 degree ramp encourages bicyclists to take a path that puts them at risk from traffic	<a href="http://g.co/maps/ BPAC">http://g.co/maps/ BPAC</a>	BPAC					X	5/26/2010			X			Central Los Altos
Golden SE corner	BP-2	ADA compliance; 45 degree ramp encourages bicyclists to take a path that puts them at risk from traffic	<a href="http://g.co/maps/ BPAC">http://g.co/maps/ BPAC</a>	BPAC					X	5/26/2010				X		Central Los Altos
Miraflores SW corner	B-1	ADA compliance; 45 degree ramp encourages bicyclists to take a path that puts them at risk from traffic		BPAC						5/26/2010			X			Central Los Altos
Golden SW corner	B-2	ADA compliance; 45 degree ramp encourages bicyclists to take a path that puts them at risk from traffic		BPAC						5/26/2010			X			Central Los Altos
Brenwood SW corner Camel Terrace sidewalk gap 1246 - 1290 Carmel (plus Portland side of 1290 Carmel Terrace residence)	B-3	Pedestrians end up walking along edge of roadway. During the return trip home, pedestrians end up walking on the wrong side of the street (i.e., with traffic, not against).		BPAC						5/26/2010			X			
Almond Avenue application of 2004		Part of SRTS grant application		Almond School PTA						May 2009				X		Central Los Altos North Los Altos
Springer Road between Covington and Cuesta - raised crosswalk on W. Portola at Santa Rita Ave. - Santa Rita School		Part of SRTS grant application		Springer School PTA						2004				X		Central Los Altos North Los Altos
Improved access into Almond School from E. Edlin - Almond School		Federal SRTS application		School PTA						July 2011						North Los Altos
Improvements to the NW corner of El Monte @ Giffin - Covington School		Federal SRTS application		School PTA						July 2011						North Los Altos
Improvements to Deodara @ Arboretum - Montclair, Cupertino Middle, Homestead		Federal SRTS application		School PTA						July 2011						Central Los Altos
Miramonte sidewalk extension		Blach traffic study recommendation - Tier 2		School PTA Fehr & Peers Blach Traffic Study												Central Los Altos
Camel Terrace Class I pathway or bicycle boulevard and sidewalk design				2015 - 2016 CIP	ensure clear understanding and proper engineering and application of "bicycle boulevard" consistent with accepted standards and local implementation (re: Palo Alto and Mountain View bike boulevard) to ensure consistent usage and construction.		SA		\$89,000							Central Los Altos
									\$85,000							

Item	ID	Summary of Issue	Location(1)	Source of Item	Notes(3)	Date Last Edited	Input By	Suggested route to school? (Which)	Related CIP(s)	Est. Cost (\$)	Community Development Block Grant (CDBG) Funding	Grant Submittal Date	Target Completion Date	Region	
		<ul style="list-style-type: none"> <li>Cells with a yellow triangle in the upper corner will display explanatory text if you hover the mouse</li> <li>It's not necessary to fill in every column</li> <li>Use the "notes" column for any data which doesn't obviously fit elsewhere</li> </ul>													
Carmel Terrace Class I pathway or bicycle boulevard and sidewalk construction		Approx 15% of Los Altos street striping is replaced each year; BPAC + City should identify area to ensure bike facilities (specifically bike lanes, sharrows, crosswalks, limit lines) are placed correctly	TBD by City Staff	2015 - 2016 CIP			SA			\$280,000					
Annual Street Striping			TBD by City Staff	2012-2013 Annual CIP Budget			SA			\$75,000					
Annual Street Resurfacing		Streets selected for resurfacing each year is based on a rubric and ranking found in the Pavement Management Program (PMP)	TBD by City Staff	2012 - 2013 Annual CIP Budget	Need to ensure resurfacing project does not degrade surface for bike transit (i.e., too rough), leaves seams (i.e., between roadway edge and gutter or drainage swale), or other surface irregularities; a significant amount of street resurfacing funds from 2011, 2012, and 2013 - 2014 (1,150,000) redirected to the First Street Project		SA			\$775,000					
Annual Concrete Repair		Improves ADA access at all public facilities within the City. Includes ramps, ADA compliant pedestrian push buttons at stop lights and improving sidewalks or pathways that are not in compliance with ADA standards. Work is based on prioritization provided by BPAC.	TBD by City Staff	2012 - 2013 Annual CIP Budget	BPAC should actively encourage citizens to report damaged or unsafe sidewalks, pathways to request maintenance or repair.		SA			\$200,000					
Annual ADA Accessibility			TBD by BPAC & City Staff	2012 - 2013 Annual CIP Plan	Last round of funding went towards the Audible pedestrian Signal project		SA			\$115,000					
Annual Traffic management program		Traffic calming measure design and implementation; project identification /selection unclear.	TBD by Staff, Council	2012 - 2013 CIP Budget	Important for BPAC to review traffic calming measures to ensure they do not negatively impact pedestrian or bike travel. Suggest that part of a traffic management program could be to reduce the number of cars by increasing the frequency, number and type of alternative modes of transit - biking and walking.		SA			\$75,000					
Annual Special Projects and Studies		Infrastructure and improvement projects, especially and use and urban design studies; projects initiated by City Manager with Council approval.	TBD by City Manager, Council	2012 - 2013 CIP Budget	Could be a source of funds/activity for BPAC to monitor and recommend uses - perhaps for updated Suggested Routes to School maps - see Palo Alto project for online version of maps with interactive way-finding, 1-, 2-, and 3-, mile radius from school identified. Clearly marks locations of crossing guards, key bicycle and pedestrian facilities and major intersection. Includes estimated travel time via bike or by foot from selected points.		SA			\$50,000					
McKenzie Park Renovation		Heavy maintenance for McKenzie Park - including resurfacing of asphalt pathways.	McKenzie Park - all	2012 - 2013 CIP budget	Asphalt paths are known "shortcuts" and alternative routes for cyclists. Would like to explore expanding these to accommodate cyclists; transform to true multi-use paths? Does this include bidgel for bike parking? If so, what kind and how much? Make sure it accommodates child-sized bikes/trikes		SA			\$390,360					
Marymeade Park Renovation		Marymeade park heavy maintenance including pathway renovation and resurfacing.		2013 - 2014 CIP	Does this include bike parking? What type? Make sure it accommodates child size bikes. County project		SA			\$269,400					
Loyola Corners Bridge		Bridge replacement and realignment of intersection		BPAC	Presented to PTC and BPAC 11/2012, returned to PTC 1/2013										11/16/2013 BPAC



Item	ID	Summary of Issue	Location{1}	Source of Item	Notes{3}	Date Last Edited	Input By	Suggested route to school? (Which)	Related Est. Cost. CIP(s) (\$)	Community Development Block Grant (CDBG) funding	Grant Submittal Date	Target Completion Date	Region
		<ul style="list-style-type: none"> <li>Cells with a yellow triangle in the upper corner will display explanatory text if you hover the mouse</li> <li>It's not necessary to fill in every column</li> <li>Use the "notes" column for any data which doesn't obviously fit elsewhere</li> </ul>											
Bike/ped crossing of Arboretum at Deodara		Blind intersection, fast moving cars coming downhill, Santa Clara County jurisdiction	Arboretum at Deodara	<p>Source of Item [2]</p> <p>Bicycle/Pedestrian Issues for Montclair School District, August 4, 2003 Memo</p> <p>See "St. Joseph Avenue" notes. Proposed solutions include: NONE OFFERED</p>	11/14/2011								
Bike/ped crossing of Foothill at Vineyard		Heavy traffic, confusing intersection, no bike push-button to trigger signal	Foothill at Vineyard	<p>Source of Item [2]</p> <p>Montclair School District, August 4, 2003 Memo</p> <p>See "St. Joseph Avenue" notes. Proposed solutions include: NONE OFFERED</p> <p>See "St. Joseph Avenue" notes. Proposed solutions include: "add opening in St. Simon fence at exit driveway and add path to allow peds to enter campus from sidewalk along Grant Road w.o having to cross driveway - place stop sign and limit line where rectory driveway intersects new path; educate children to stop at exit driveway before proceeding"</p>	11/14/2011								
St. Simon School exit		Cars exiting St. Simon School do not stop behind sidewalk for pedestrians	St. Simon School exit driveway	<p>Source of Item [2]</p> <p>Montclair School District, August 4, 2003 Memo</p> <p>See "St. Joseph Avenue" notes. Proposed solutions include: NONE OFFERED</p>	11/14/2011								
Pave rear access to Montclair School		Rear access to Montclair School not paved. Not bikeable, inconvenient for baby strollers.	Montclair School	<p>Source of Item [2]</p> <p>Montclair School District, August 4, 2003 Memo</p> <p>See "St. Joseph Avenue" notes. Proposed solutions include: NONE OFFERED</p>	11/14/2011								
Bike/ped access from north of Albertson's and Woodland Library		Bikes/peds must access shopping center via Grant Road through parking lot. Access to library requires travel along Grant Road "frontage"	Albertson's grocery store; Woodland Library	<p>Source of Item [2]</p> <p>Montclair School District, August 4, 2003 Memo</p> <p>See "St. Joseph Avenue" notes. Proposed solutions include: NONE OFFERED</p>	11/14/2011								
Blach school entrance parking lot sidewalk widening		circulation of students entering campus	Blach Nhbhd Traffic Study Tier 3	<p>Source of Item [2]</p> <p>Blach Nhbhd Traffic Study Tier 3</p> <p>See "St. Joseph Avenue" notes. Proposed solutions include: NONE OFFERED</p>	11/14/2011								
Covington x Mirramonte corners built-out		queuing area for ped crossing and area for cyclist to remount after crossing	Blach Nhbhd Traffic Study Tier 1	<p>Source of Item [2]</p> <p>Blach Nhbhd Traffic Study Tier 1</p> <p>on school property?</p>	JY 30, 2012	CH		\$24,900					Central Los Altos
Covington x Mirramonte stop bars bracketing crosswalks		vehicle encroachment into crosswalks	Blach Nhbhd Traffic Study Tiers 1 & 2	<p>Source of Item [2]</p> <p>Blach Nhbhd Traffic Study Tiers 1 &amp; 2</p>	JY 27, 2012	CH		\$20,000					Central Los Altos
Covington x Mirramonte Traffic Signal and crosswalks (all 4 legs)		traffic delays and bike/ped safety	Fehns & Peers Blach Nhbhd Traffic Study Tier 1	<p>Source of Item [2]</p> <p>Fehns &amp; Peers Blach Nhbhd Traffic Study Tier 1</p> <p>*consider operating signal as 4-way stop signs "all-red" during low-demand periods</p>	JY 27, 2012	CH		\$2,200 Signal \$150,000 crosswalk striping \$1,500 advanced stop bars \$2,200 corner improv \$20,000					Central Los Altos



Item	ID	Summary of issue	Location[1]	Source of Item [2]	Notes[3]	Date Last Edited [4]	Input route to school? (Which)	Suggested Related Est. Cost. CIP(s) [5]	Community Development Block Grant (CDBG) Funding	Grant Submittal Date	Target Completion Date	Region
												Both [5]
Portola Ave (Bullis Charter School frontage)		Summary of issue • Cells with a yellow triangle in the upper corner will display explanatory text if you hover the mouse • It's not necessary to fill in every column • Use the "notes" column for any data which doesn't obviously fit elsewhere	Location[1]	Source of Item [2]	Notes[3]	Date Last Edited [4]	Input route to school? (Which)	Suggested Related Est. Cost. CIP(s) [5]	Community Development Block Grant (CDBG) Funding	Grant Submittal Date	Target Completion Date	Region
Portola Ave (Egan frontage)		Extend Portola Ave double-yellow to exit driveway	Widen street sidewalk by 3-5' along entire school frontage	Berkeley ITS Study		1/16/2013						
Portola Ave (Egan frontage)		Add path link between street sidewalk near BCS west driveway and Egan	Widen internal E/W walkway near gym	Berkeley ITS Study		1/16/2013						
Portola Ave (Egan frontage)		Widen internal E/W walkway in front of gym to 10' (at least 8')	Add "No stopping" pavement markings in front of dropoff zone	Berkeley ITS Study		1/16/2013						
Portola Ave (west of Egan)		Improve pedestrian asphalt walkway (east of Westminister Ln)	Replace angled berm at its west terminus with a bicycle-permeable barrier (e.g. posts)	Berkeley ITS Study, pg 60		1/16/2013						
Portola Ave (west of Egan)		Move stopsign at NB approach to first crosswalk line	Reopen pathway to back entrance of Egan	Berkeley ITS Study, pg 62		1/16/2013						
Thames Ln easement San Antonio Rd at Alvarado and Arbuolo		Add flashing crosswalks at Alvarado and Arbuolo		Berkeley ITS Study, pg 69	Under discussion between LASD and city	1/16/2013						
Carmel Terrace Multi-Use Path	BTP5-3-1	Class I multi-use path	Alamead Drive to Portland Avenue	Transportation Plan, Table 5-3	School access. 0.2 miles	1/23/2013 WAB		\$312000				x south
Covington Multi-Use Path	BTP5-3-2	Class I multi-use path	Miramonte Blach Jr. HS San Antonio Road to Civic Center	Transportation Plan, Table 5-3	School access. 0.2 miles	1/23/2013 WAB		\$312000				x south
E. Edlith Avenue Multi-Use Path	BTP5-3-3	Class I multi-use path	Bryant Avenue Drive to Alamead	Transportation Plan, Table 5-3	Destination access. 0.15 miles	1/23/2013 WAB		\$234500				x North
Grant Road Multi-Use Path	BTP5-3-4	Class I multi-use path	W. Edlith Avenue/San Antonio Road/Main Street	League of American Bicyclists - Bicycle Friendly Community	School access. 0.08 miles Confirm traffic signal is set to accommodate bicyclists (and pedestrians) timing. NOTE: This intersection currently meets CAMUTCD intersection design standards regarding accommodation of pedestrian walking speed.	1/23/2013 WAB		\$124800				x south
Signalization - signal timing	BTP5-7SG-2	Members of the public report that this signal does not provide adequate crossing time for bicyclists or pedestrians		Bicycle Transportation Plan, Table 5-7		1/23/2013 WAB		TBD				x north
Complete Streets policy & implementation guidance		Complete streets: service for peds & bikes as well as motorists		League of American Bicyclists - Bicycle Friendly Community	One of Bike League's "four most significant measures a city can take" www.completestreets.org	TBD						
increased staff support for bike and ped grants,		engineering projects for bike & ped safety		League of American Bicyclists - Bicycle Friendly Community	With Cedric on board - done?							
Implement a Safe Routes to School Program to assess & solve bike/ped problems		problem solving near schools		American Bicyclists - Bicycle Friendly Community	For more information: www.safeforinfo.org, also Palo Alto's program (contacts via BPAC, GTLA, or ???)							
First St between Main and Whitney		Sidewalk width		BPAC		1/16/2013 BPAC						
Pathway connectors		Maintenance, signage	Various	BPAC		1/16/2013 BPAC						

Item	ID	Summary of Issue	Location(1)	Source of Item	Notes(3)	Suggested Input route to school? (Which)	Related Est. Cost. CIP(s) (\$)	Community Development Block Grant (CDBG) Funding	Grant Submittal Date	Target Completion Date	Bike	Ped	Both	Region	
Springer Rd SRTS Cuesta from S Clark to Campbell		<ul style="list-style-type: none"> <li>• Calls with a yellow triangle in the upper corner will display explanatory text if you hover the mouse</li> <li>• It's not necessary to fill in every column</li> <li>• Use the "notes" column for any data which doesn't obviously fit elsewhere</li> </ul> Pedestrian pathways along Los Altos side of Springer Pedestrian pathway along north side	Springer Rd Cuesta from S C BPAC	Bill Crook	Notes(3) This is CalTrans jurisdiction, Email from Michelle DeRobertis (VTA) dated 1/28/2013:  "This is a tough one. Cities are the ones who typically take the lead on analyzing their collisions statistics, this would be Los Altos but since this is a state highway of course Caltrans should be in the know and looking at their collision statistics. As luck would have it, we just got a presentation from Caltrans at the District 4 Pedestrian Advisory Committee on Caltrans District 4's project to start addressing crosswalks like this one, i.e. crosswalks on state highways that are uncontrolled, i.e. not at a traffic signal or four-way stop. The bad news is this project is doing two other counties in District 4 first, so Santa Clara is 2 to 4 years away. However, it would also be appropriate to ask Caltrans to corroborate that they do note where pedestrian collisions are happening on state highways. Maybe the city traffic engineer can do that. In short the fastest way for something to happen would be for the City to suggest improvements and to pay for them and then Caltrans would give the City permissions/permits to do work in their ROW. If any BPAC is involved, I think it should be the City of Los Altos.  One of the frustrations of this business is that there is no ready pot of funds to use to ameliorate bad conditions or improve existing conditions after there has been a collision. The office of traffic safety has some programs and then there are the many safe route to school funds, all with long lead times to plan and fund and construct.  The good news is putting out the pedestrian warning signs, and the relatively new shark's teeth yield limit lines is relatively cheap. Prohibiting parking in advance of the crosswalk on the west side, to improve visibility would be effective and cheap but could involve public input and potential opposition. I think that is where you'd get the most bang for your buck and potentially something the city could afford to do right away within their current budget for traffic sign and markings maintenance.  Once on-street parking is gone there could be a bulb-out but it would be a lot more costly, it is something to plan for and might be able to happen with the BRT re-design of El Camino. There is a street light on one side of the crosswalk which is good, adding another one would be the most expensive thing, after the bulb-out.  NOTE ALSO: Atherton has been in contact with CalTrans regarding incidents occurring over the past year to two in a crosswalk on ECR in their city."	1/16/2013 BPAC 1/16/2013 BPAC									
Crosswalk, north of Monroe, South of Dinah's Court, on El Camino Real	ECR-1	Pedestrian hit while crossing on 1/22/2013. Improve safety of crossing.	<a href="http://goo.gl/map">http://goo.gl/map</a>	Karl Danz email									x	North	

Item	ID	Summary of Issue	Location(1)	Source of Item	Notes(3)	Data Last Edited	Input route to school? (Which)	Related Est. Cost. CIP(s)	Community Development Block Grant (CDBG) funding	Grant Submittal Date	Target Completion Date	Region	
		<ul style="list-style-type: none"> <li>Cells with a yellow triangle in the upper corner will display explanatory text if you hover the mouse</li> <li>It's not necessary to fill in every column</li> <li>Use the "notes" column for any data which doesn't obviously fit elsewhere</li> </ul>											
Southeast corner of First and Main - crosswalk entrance landing	Public-1	Limited sidewalk landing space while waiting for crossing light. Possibility of pedestrians being hit by objects (e.g., side view mirrors) extending from cars turning right from First onto Main.	Southeast corner of First onto Main.	Public comment made during February 27, 2013 Los Altos BPAC meeting (Mr. Jim Wing). Letter dated Feb. 6, 2013 from Harrison Lin and Evelyn Chun (community members, 981 Oxford Drive, Los Altos) to "Mayor Pro Tem Megan Satterlee".	Per Mr. Wing's presentation: "Cars often stop for red light, blocking the crosswalk. They roll through crosswalk to make right turn on red. They do this because visibility of eastbound Main is blocked by building corner. Very awkward turn maneuvers for 20 parents per day with strollers. Crosswalk is used by 300 pedestrians per day, with most between 11 AM and 6 PM. Sidewalk at crosswalk landing is 54 inches wide measured from curb street edge. Northbound First to eastbound Main right turn lane is 10 feet wide measured from curb edge. Cars making right turn: Peak AM 4:3, Noon 5:1, Peak PM 7:1. Recommend crosswalk be restored to pre-2011 location that is in line with Main Street sidewalk."	2/27/2013	WAB					x	downtov
Perceived safety hazard, crosswalks at night	Public-2	Dim/not lit crosswalks at night at intersections. Request hardwired blinkers in crosswalks and signs for safety of pedestrians at night.	Intersection of St Satterlee.			2/27/2013	WAB					x	South
Extend pathway for route to school, Cypress Drive to Foothill	LAH-input-2	Los Altos Hills has completed a pathway from Cypress Drive to Gardner Bullis School (and beyond). Can Los Altos extend the pathway from Cypress to Foothill (and beyond)?	W. Edith Drive, Los Altos Hills	Breene Kerr, Entered by Wes Brinsfield, per comment from Wes Brinsfield, per comment from Jim Fenton.	LAH pathway completed using "Safe Routes to School" grant.	3/22/2013	WAB					x	North
Impact of raised crosswalks on traffic	KD	Vehicles are often confused as to how to proceed when they encounter raised crosswalks. Sometimes vehicles stop, creating potential for accidents.	For example, raise	Karl Danz		6/26/2013	WAB					x	various
Intersections with decorative crosswalks	JF-2	Ambiguous as to right of way, even with stop sign	All downtown			6/26/2013	WAB					x	North
enforcement of parking in "sidewalks" and "crosswalks", especially outside of downtown area	JF-4	Enforcement of parking that obstructs ped/bike access	Collector streets,	Wes Brinsfield, per comment from Jim Fenton.		6/26/2013	WAB						
Improve walkway, trim shrubs on right turn lane	SA-4	Edith, from Foothill	Edith	Wes Brinsfield, per comment from Suzanne Ambiel		6/26/2013	WAB						
Improve Hatch Hetchy pathway	SA-5	Improve Los Altos side of pathway to be consistent with upgrade being performed by Palo Alto (approaching Terman School)	Los Altos Avenue	Ambiel		6/26/2013	WAB						
Prevent pedestrian crossing library entrance across San Antonio Avenue	WAB-1004-1	pedestrians cross from entrance to downtown library to hotel, stopping in median along the way.	San Antonio Ave	Wes Brinsfield		10/4/2013	WAB					x	North

1. Bill will create map link
2. From what document or source did the project originate? E.g. Pedestrian Master Plan, Egan Study, citizen input, etc.
3. Might include information such as status updates, incidents, press coverage, etc.
4. BC: Bill Crook  
BS: Bill Sheppard  
CH: Chris Hlavka  
JF: Jim Fenton  
KD: Karl Danz  
SA: Suzanne Ambiel  
WB: Wes Brinsfield
5. North Los Altos: North of El Monte  
Central Los Altos: Between El Monte and Grant  
South Los Altos: South of Grant (including The Highlands and Woodland Acres)



DATE: October 22, 2013

AGENDA ITEM # 4

**TO:** Bicycle/Pedestrian Advisory Commission

**FROM:** Cedric Novenario, Staff Liaison

**SUBJECT:** Standard Bicycle Rack Policy

**RECOMMENDATION:**

Discuss consideration of developing a standard bicycle rack policy

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**BACKGROUND**

On September 17, 2014, the City Council approved the Downtown Parking Management Plan. The plan included observations of bicycle parking habits in the downtown. The plan also identifies existing bike racks in the downtown and offers recommendations for new bike rack facilities. However, the plan proposes the use of the existing “U” shaped bicycle rack.

The PAC and BPAC have tentively approved an artistic bike rack policy in September. A formal policy will be presented to the Council on October 22, 2013 for adoption.

**DISCUSSION**

The locations identified for additional bike racks in the Downtown Parking Management Plan are only recommendations and will be scheduled for discussion with the BPAC at a later date.

The artistic bike rack policy is intended for those property owners or business owners a process to install a bicycle rack other than the standard “U” shaped rack that is used in throughout the City. Over the last several years, the BPAC has suggested alternative designs to the “U” shaped bicycle rack. The recent development of the Artistic Bike Rack Policy has renewed the conversation on suggesting a different bicycle rack standard.

Staff anticipates that if a Standard Bicycle Rack Policy is developed, the format and requirements will generally be similar to that of the Artistic Bike Rack Policy. Staff requests comments and discussion regarding (list is not exhaustive):

- Bicycle Rack Type (design)
- Bicycle Rack Size

- Installation/space requirements
- BPAC involvement

Staff will consolidate comments and discussion points from this meeting and will discuss with pertinent City staff regarding a proposed change of the “U” standard bicycle rack with an alternative design.



DATE: October 23, 2013

AGENDA ITEM # 5

**TO:** Bicycle/Pedestrian Advisory Commission  
**FROM:** Cedric Novenario, Staff Liaison  
**SUBJECT:** School Commutes – Report from Sub-Committee

**RECOMMENDATION:**

Receive information from BPAC School Commutes Sub-Committee.

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**BACKGROUND**

At the June 2013 BPAC meeting, a sub-committee of BPAC members was formed with the intent to further develop the objectives, agenda, and conduct of a school commutes study session. The sub-committee is comprised of members Suzanne Ambiel, Bill Crook, and Wes Brinsfield.

The most recent meeting of the sub-committee was on October 11, 2013. Staff invited Mr. Randy Kenyon of the Los Altos School District to represent the LASD point of view. Mr. Kenyon invited Ms. Margie Suozzo to the meeting to provide perspective from a parent representing Egan Junior High School and GreenTown WoW. This staff report provides a summary of that meeting.

**DISCUSSION**

During the August meeting of the sub-committee it was determined that a meeting with representatives of the LASD was crucial to understanding the District's current school commutes programs, and to gain District support – and, preferably, ownership – of any revision to and continuing monitoring and implementation of a school commutes program. (It is understood that the District does not represent all schools for which school commutes should be considered; e.g., private schools are not represented by the District. However, the District represents the majority of schools within the Los Altos boundary, and thus is considered the primary stakeholder for purposes of this discussion.)

At the October meeting of the sub-committee, Mr. Kenyon presented the position that school commutes programs are designed and implemented by the individual schools. The

District provides whatever support it can, as requested, but does not have an overarching program or template that is used by the individual campuses.

Ms. Suozzo, who stated she was representing PTA as well as GreenTown Los Altos perspectives, stated that GreenTown has identified Walk or Wheels (WOW) “champions” for many schools. The champion serves as a focal point for bicycle and pedestrian issues for the school, and helps to organize education sessions, bike rodeos, and the like – working with the school’s PTA and principal. Ms. Suozzo also reminded the sub-committee that GreenTown had modified the City’s suggested route to schools maps (now several years old), based on input from GreenTown members and parents of the schools. At this point, Staff reminded Ms. Suozzo that the City could not accept responsibility for those maps (and thus would hold no liability for any incident reported to be associated with the maps). Ms. Suozzo acknowledged this, and stated that the maps have been pulled from the GreenTown web site.

Mr. Kenyon asked the sub-committee to define “the end game” for the school commutes discussions. Before answering, the sub-committee reminded everyone present the BPAC works as an advisory committee to the Council, and has no decision making powers. However, BPAC and Staff believe that there are three broad objectives:

- 1) Establish a process that the City can use to monitor and manage the suggested routes to school program, including (but not limited to) identifying “triggers” that would lead to reviews and modifications of existing maps, etc.
- 2) As an outcome of #1, existing suggested routes to schools maps should be updated to reflect current conditions and school needs, as supportable by the City (i.e., as supported by City-maintained infrastructure).
- 3) Increase communication to the population at large (but specifically to the school communities) about the suggested routes to schools (school commutes) program and maps, including the City’s role, the District’s role, the Police Department’s role, the role of individual schools, and rules and regulations governing items affecting the commutes (e.g., crosswalks, crossing guards, accident statistics, and so forth).

After more discussion regarding these objectives and the LASD’s role, the following action items were identified:

- 1) Staff to provide the current set of maps to Mr. Kenyon, who will then communicate them to the individual schools
- 2) Staff, with BPAC support, will prepare a 1 to 2 page “primer” as to the current and potential future look and feel of the school commutes program, including roles and responsibilities, etc.